

# ASAM CONTINUUM™ Interface

The following user manual explains the functionality for completing the ASAM CONTINUUM™ Assessment within the PCE system using the integration with the ASAM CONTINUUM™ software.

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## Create a New ASAM CONTINUUM™ Assessment

1. Navigate to start a new ASAM Continuum from the “Assessment & Screening” Menu or from the Client Chart.

**NOTE**

Your system Menu Names may be different than the examples used in this document. The ‘Assessment & Screenings’ Menu Name may not be used in your system. Instead, you will use the menu item that holds the ASAM Continuum link. When ‘Client’ is referred, it is referring to a “person being served”. If your system uses consumer, individual etc. it means the same.

**Assessments & Screenings**

- Auditing
- Authorizations
- Calendar
- Call/Problem Tracking
- Case Load
- Claim Management (AP)
- Claim Submission (AP)
- Clients

**ASAM Continuum**  
ASAM Continuum Assessments for a Consumer [+ myPage](#)

**Initial/Annual Assessments**  
Perform Initial and Annual Assessments [+ myPage](#)

**CAFAS®/PECFAS® Assessment Scores**  
Use this link to perform CAFAS® and PECFAS® assessments and review scores. [+ myPage](#)

**Columbia Suicide Severity Rating Scale**  
View, Change or Add Columbia Suicide Severity Rating Scales [+ myPage](#)

OR

**Assessments & Screenings**

- Auditing
- Authorizations
- Calendar
- Call/Problem Tracking
- Case Load
- Claim Management (AP)
- Claim Submission (AP)
- Clients

**Client Chart**  
Go to Client Chart, consisting of all documents related to a Client. This includes a page of links that makes it easier to move from one form to another within a client's chart. [+ myPage](#)

**Client Information**  
Update or view the Client's information such as address, phone, demographics, contact people, guardian, and health information. [+ myPage](#)

**Client Admissions and Assignments**  
Update or view the client's WMC Admissions / Discharges / Transfers and manage staff / program assignments. [+ myPage](#)

**Authorization to Release Information**  
Add, View, Print or Revoke Authorization to Release/Exchange Information for a Client. [+ myPage](#)

2. Search for Client and click “Select” link to the right of the client’s information.

**Select a Client Record**

Please type in client's Case #, or Last name and First Initial and press SEARCH to locate the client. You may wish to use a partial name if you are not sure about the spelling.

If you cannot find the client by name, you may search on SSN, DOB, and/or Medicaid ID # - the greater the number of criteria entered the more accurate is the search.

Open Cases Only

**1 Client**

Last Name	First Name	Case #	Case Holder	DOB	SSN	Admission County	Status	
Apple	Green	523965	Megan Heimbaugh (PCE)	03/30/1995		Livingston	Open Direct	<a href="#">Select</a>

3. The system will display previous assessments for the selected client.

**Name:** Apple, Green (26/F/Identifies as Female) **Case #:** 523965 **Case Status Direct Services:** Open

**Date of Birth:** 03/30/1995 **Primary Phone:** (333) 333-3333  
**Address:** 12345 Fake St, Jackson, MI 49203  
**Guardian/Parent(s):**

**Current Admission:** Case Management of Michigan  
**Level of Care:** Case Management of Michigan  
**Case Holder:** Megan Heimbaugh (PCE)

**\*\*\* NON-MEDICAID CLIENT \*\*\***  
**No Consent for Automated Reminders on File**

[All]

Client Info for 523965 Green Apple not found in ASAM Continuum.  
The Client record in ASAM Continuum will be created after adding a ASAM Continuum Assessment to the system.

**ASAM Continuum Web Services**

[Create Client Record in ASAM Continuum for 523965 Green Apple](#)

**0 ASAM Continuum Assessments**

Date	Staff	Provider	ASAM Continuum Status	Signature Status	
					<a href="#">Add ASAM Continuum Assessment</a>

**NOTE**

ASAM Continuum Web Services

[Create Client Record in ASAM Continuum for 523965 Green Apple](#)

As shown above, the “Create Client Record in ASAM Continuum for....” link becomes an **‘Update Client’** link once the client is already created in ASAM CONTINUUM™. The difference between this link and the “Add ASAM Continuum Assessment” is the link will allow you to update client information. There is no other way to update client information once the client has been created in ASAM CONTINUUM™.

4. The following screen will display. To start a new assessment click “Add ASAM Continuum Assessment”.
- Assessment Date** – Enter date by clicking “Use Current Date”, calendar icon, or manually.
  - Assessment Provider** – This field should populate with the user’s primary assigned location, otherwise use the lookup and search for and select your provider agency.

**ASAM Continuum**

Assessment Date  [Use Current Date](#)

Assessment Staff  
4293 Megan Heimbaugh (PCE)

Assessment Provider  [lookup](#)

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**ASAM Continuum Assessment Info**

Assessment Type  
Comprehensive Assessment

ASAM Continuum Assessment ID Assessment Created in ASAM Continuum Date

ASAM Continuum Assessment Status Assessment Completed in ASAM Continuum Date

Assessment Complete  Assessment Not Complete

Last Synchronized On

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**Assessment Scores from ASAM Continuum**

\*\*\* Assesment Score data has not yet been synched/received from ASAM Continuum \*\*\*

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**Admission Criteria Data from ASAM Continuum**

\*\*\* Admission Criteria data has not yet been synched/received from ASAM Continuum \*\*\*

[✓ Spell Check](#)

Record Added  
pce\_megan 05/28/2021 09:22:45 AM

Record Changed  
pce\_megan 05/28/2021 09:22:45 AM

Record ID: 1523180

5. Click "Save".

**NOTE**

Saving the ASAM CONTINUUM™ Assessment will also create a placeholder record in ASAM CONTINUUM™, as well as a Patient record if one doesn't already exist.

6. The following screen will display. Click "Open in ASAM Continuum" to start the assessment in the ASAM CONTINUUM™ application.

**1 ASAM Continuum Assessment**

Date	Staff	Provider	ASAM Continuum Status	Signature Status	<a href="#">Add ASAM Continuum Assessment</a> <a href="#">Change View</a> <a href="#">Delete</a> <a href="#">Open in ASAM Continuum</a> <a href="#">Synchronize Assessment</a>
05/28/2021	Megan Heimbaugh (PCE)	Our Hope Association	Assessment Not Complete Created in ASAM Continuum on: 05/28/2021 09:30:28 AM	UNSIGNED SIGNATURES: Megan Heimbaugh (PCE)	

7. A separate window will open in the user's web browser and the "End User License Agreement" with Terms and Conditions will display. Read the agreement and click "I agree" at the bottom to continue to assessment. (Note: This agreement will only display the first time you log into the ASAM CONTINUUM™ system).

8. The following screen will display. The interface has created the client record and has started the assessment.

**ASAM CONTINUUM™**  
THE ASAM CRITERIA DECISION ENGINE  
v.3.3.1

**Green Apple**  
Birth Date: 03/30/1995 Gender: Female Religion: Not submitted by EHR Ethnicity: Not submitted by EHR  
Created By: Megan Heimbaugh (PCE)

**General Information**

9. Complete the ASAM CONTINUUM™ assessment for the consumer per the instructions provided by ASAM.
10. After all sections within the ASAM CONTINUUM™ Assessment have been completed, click “Submit”.

**NOTE**

You must “Submit” the report in ASAM CONTINUUM™ to retrieve results in the PCE system. If you did not click the Submit button, you may return to the ASAM CONTINUUM™ system for that assessment by clicking the “Open in ASAM Continuum” link in the PCE system.

< Prev   Save   Next >   Last saved: 5/28/2021 10:20 AM   Submit

11. A confirmation message will display stating the assessment has been successfully scored.

**The assessment has been successfully scored!**  
Click desired report button to review.

View Summary Report
View Narrative Report

12. Once you have finished and submitted the ASAM CONTINUUM™ Assessment, close out the ASAM CONTINUUM™ window and return back to your PCE system.

**NOTE**

If your work in the ASAM CONTINUUM™ Assessment lasted over 60 minutes, your PCE session may have timed out. If this occurs, you may log back into the system, and complete Steps 1-3 described above.

## Synchronize Assessment to Retrieve Scores and Reports

13. To retrieve the scores and summary reports from the ASAM CONTINUUM™ application into the PCE system, click “Synchronize Assessment”.

Date	Staff	Provider	ASAM Continuum Status	Signature Status	Actions
05/28/2021	Megan Heimbaugh (PCE)	Our Hope Association	Assessment Not Complete Created in ASAM Continuum on: 05/28/2021 09:30:28 AM	UNSIGNED SIGNATURES: Megan Heimbaugh (PCE)	<a href="#">Add ASAM Continuum Assessment</a> <a href="#">Change</a> <a href="#">View</a> <a href="#">Delete</a> <a href="#">Open in ASAM Continuum</a> <span style="border: 1px solid red; padding: 2px;">Synchronize Assessment</span>

0 Attachments

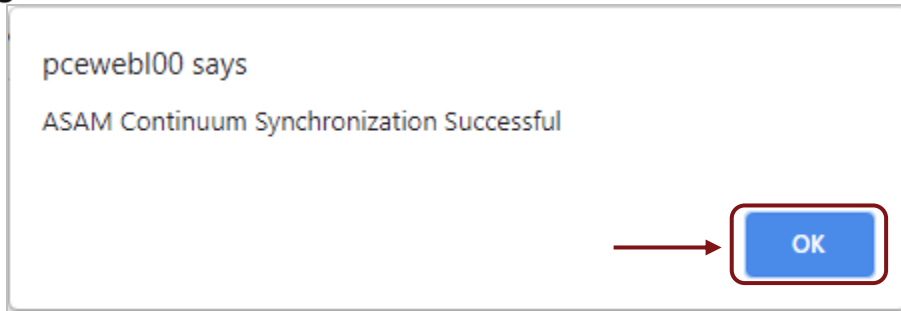
14. The system will display the following pop-up, click “OK”.

pceweb100 says

This will synchronize the status of this Assessment with ASAM Continuum. This process will a few seconds to complete. Click OK to confirm.

OK
Cancel

15. Once the ASAM CONTINUUM™ Synchronization process is complete. The following pop-up will display, click “OK”.



16. The 2 reports *ASAM Continuum Summary Report* and *ASAM Continuum Narrative Report* will be PDF attachments to the ASAM. You can access these by clicking on the “Attachments” tab to view the available attachments on the assessment record you wish to retrieve results from and selecting “View Upload”.

1 ASAM Continuum Assessment

Date	Staff	Provider	ASAM Continuum Status	Signature Status	Add ASAM Continuum Assessment
05/28/2021	Megan Heimbaugh (PCE)	Our Hope Association	Assessment Complete Created in ASAM Continuum on: 05/28/2021 09:30:28 AM Completed in ASAM Continuum on: 05/28/2021 10:30:38 AM	UNSIGNED SIGNATURES: Megan Heimbaugh (PCE)	<a href="#">Change</a> <a href="#">View</a> <a href="#">Delete</a> <a href="#">Open in ASAM Continuum</a> <a href="#">Synchronize Assessment</a>
<b>Attachments</b>					
Date/Type	Attached By	Comments	Scan Attachment Upload Attachment		
05/28/2021 ASAM Continuum-Summary Report	Megan Heimbaugh (PCE) on 05/28/2021 10:43:37 AM	ASAM Continuum Assessment Summary Report PDF downl	<a href="#">Change</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Upload</a>		
05/28/2021 ASAM Continuum-Narrative Report	Megan Heimbaugh (PCE) on 05/28/2021 10:43:40 AM	ASAM Continuum Assessment Narrative Report PDF dow	<a href="#">Change</a> <a href="#">Delete</a> <a href="#">View</a> <a href="#">Upload</a>		

## Sign the Assessment

17. Click “Change” within the original ASAM CONTINUUM™ Assessment record in the PCE system.

1 ASAM Continuum Assessment

Date	Staff	Provider	ASAM Continuum Status	Signature Status	Add ASAM Continuum Assessment
05/28/2021	Megan Heimbaugh (PCE)	Our Hope Association	Assessment Complete Created in ASAM Continuum on: 05/28/2021 09:30:28 AM Completed in ASAM Continuum on: 05/28/2021 10:30:38 AM	UNSIGNED SIGNATURES: Megan Heimbaugh (PCE)	<a href="#">Change</a> <a href="#">View</a> <a href="#">Delete</a> <a href="#">Open in ASAM Continuum</a> <a href="#">Synchronize Assessment</a>
<b>2 Attachments</b>					

18. The ASAM CONTINUUM™ Assessment Summary Score will now be displayed within the original created ASAM Continuum Assessment that was created from within the PCE system, **BUT** only in ‘View’ mode. No changes will be able to be made within this view.

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1. ASAM Continuum

2. [Dimensional Score Summary](#)

3. [Signatures](#)

1. ASAM Continuum Assessment: ASAM Continuum

Assessment Date  
05/28/2021

Assessment Staff  
4293 Megan Heimbaugh (PCE)

Assessment Provider  
7451 Our Hope Association

**ASAM Continuum Assessment Info**

Assessment Type  
Comprehensive Assessment

ASAM Continuum Assessment Key  
a4c64193-b509-491b-87a1-ad36009cafc7

Assessment Created in ASAM Continuum Date  
05/28/2021

ASAM Continuum Assessment Status  
 Assessment Complete   
  Assessment Not Complete

Assessment Completed in ASAM Continuum Date  
05/28/2021

Last Synchronized On  
05/28/2021

**Assessment Scores from ASAM Continuum**

Drug Use / DSM-5 Scores				
Substance	Dependent	Dependence Score	Use History	Last Use
Alcohol	Yes	7	Yes	1 Days
Heroin	No	0	No	---
Methadone/Buprenorphine	No	0	No	---
Other Opioids	No	0	No	---
Barbiturates	No	0	No	---
Other Sedatives/Hypnotics	No	0	No	---
Cocaine	No	0	No	---

19. Navigate through the Index on the left to the Signatures page to sign document. Enter your PCE system password and click "Sign and Save".

3. ASAM Continuum Assessment: Signatures

**Electronic Signatures**

**Instructions**  
 When the form/document is completed, type in your password and click 'Sign and Save'. By entering your password you are electronically signing this form/document. Your signature represents your acceptance and approval of the records. Once signed, any future changes must be made via the 'Change Signed Document' option.

Staff Signature lookup clear

4293      Megan Heimbaugh (PCE)

Enter your password to sign

Sign and Save

20. The Status of the assessment will be now be complete.

1 ASAM Continuum Assessment

Date	Staff	Provider	ASAM Continuum Status	Signature Status	<a href="#">Add ASAM Continuum Assessment</a>
05/28/2021	Megan Heimbaugh (PCE)	Our Hope Association	Assessment Complete Created in ASAM Continuum on: 05/28/2021 09:30:28 AM Completed in ASAM Continuum on: 05/28/2021 10:30:38 AM	SIGNED BY: Megan Heimbaugh (PCE)	<a href="#">Change Signed Document</a> <a href="#">View Delete</a> <a href="#">Document History</a> <a href="#">Open in ASAM Continuum</a>

2 Attachments